

Academic Forgiveness Policy and Request  
(Not for RBA Students)

Date: \_\_\_\_\_ Student Identification Number \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Five Year Period I have not been a full-time student in higher education: \_\_\_\_\_

Read the two statements below and check the box next to your request (one only).

I have not been a full-time student in higher education for at least five years, and I wish to have all grades of D and F removed from the calculation of my GPA.

OR

I have not been a full-time student in higher education for at least five years, and I wish to have all grades of F removed from the calculation of my GPA.

All three of the following statements must be signed.

I understand that the courses, for which grades are removed from the calculation of my GPA, cannot be used to fulfill graduation requirements.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that all courses and their grades, regardless of whether they are used in the calculation of my GPA, will appear on my transcript (modified grades will appear on transcript as D~ or F~).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that this decision is final.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to the Registrar's Office, 110 Ikenberry Hall**

## ACADEMIC FORGIVENESS POLICY

Revised and approved (November 11, 2002)

*The academic forgiveness policy does not alter, change, or amend any other existing policies at Shepherd University and is formulated to be consistent with Series 20 of the West Virginia Higher Education Policy Commission and supersedes all previous academic forgiveness policies at Shepherd University.*

Academic forgiveness is intended for the student who is returning to the University with a grade point deficiency. A student readmitted after July 1995 may be eligible for academic forgiveness unless the student has been placed on final academic suspension. (A student who has incurred three academic suspensions from any institution of higher education is on final academic suspension and does not qualify for academic forgiveness. However, a student on final suspension may appeal this decision to the Admissions and Credits Committee, according to procedures in the section titled "Academic Suspension" in the Shepherd University *Catalog*. If the third suspension is repealed, the student may apply for forgiveness by submitting a written request to the registrar as established below.) The Regents Bachelor of Arts Program is governed by a difference forgiveness policy.

The policy covers only those students who have not been enrolled as a full-time student (12 or more semester credit hours) at any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. This policy is limited to students who have not yet been awarded their first academic degree. Academic forgiveness will be granted only once for any student.

**To be eligible for academic forgiveness**, a student who does not qualify for readmission because of a low GPA may be admitted to the University and placed on academic probation. The academic forgiveness policy may be applied after a readmitted student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0. These 12 hours must be earned at Shepherd University.

**During the first semester of re-enrollment**, a student desiring academic forgiveness must complete a written request form and file it in the Office of the Registrar. This request must certify that the applicant has not been enrolled as a full-time student (12 or more credit hours) in any institution of higher learning during the five consecutive academic years immediately preceding the readmission semester. If the student has attended any institution of higher education on a part-time basis during the specified five-year period, the student must have earned at least a 2.0 GPA in all course work attempted.

This request will indicate whether the applicant wishes to exclude from the GPA calculation (1) all F and IF grades; or (2) all F, IF, and D grades earned prior to the five consecutive academic years immediately preceding the beginning of the readmission semester. This includes those grades appearing as transferred grades on the official transcript. If a student chooses to have all D grades excluded from the GPA calculation, it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation.

When and if all prerequisite conditions have been met, academic forgiveness will be granted upon the successful completion of the readmission semester. The registrar will then officially calculate the student's current GPA. However, no grade will be removed from the permanent record. A student awarded forgiveness under this policy does not qualify for graduation with honors.

The policy pertains only to the calculation of the GPA required for graduation. Academic forgiveness does not pertain to a GPA calculated for special academic recognition (such as graduating with honors) or to the requirements for licensure boards, external agencies, or the West Virginia Board of Education.

The University is not bound by the decision of the any other institution to disregard grades earned in University courses. Similarly, students should be aware that other institutions may not recognize academic forgiveness extended by Shepherd University.